

Online lesson guidelines, terms and conditions.

1. The student is encouraged to use PC or Laptop (Not mobile phones, Ipads or Tablets) and our lesson is strictly one to one lesson only.
2. The student should have a Zoom account with known email id (The parent/s should assist and acknowledge about this process for student to obtain one if student does not have one)
3. The student should be able to access free online version/s of relevant revision guides and work books of CGP or other publishers for relevant exam board. (Please get registered a free online account with CGP or other publisher/s in their website/s with activation codes given on their physical publications that are owned by the student or parent/s in order to access corresponding online version/s of the books, if this facility is free and opened by the publishers)
4. The student should send all homework for each subject of each lesson in a single PDF file, and file name should bear the subject and date of the lesson. The PDF can be generated with the help of MS office word. (Insert and align the picture format of the homework into newly opened word document, and then save the document as PDF with right file name * as mentioned in ver:1.005-4)
5. The summary notes and workbook questions done by the student as homework should be zoomed in and clearly photographed or scanned in order to convert them into PDF directly or with assistance of MS office word (* as mentioned in ver:1.005-4)
6. **** The lesson fee (at least for two subsequent weeks) should be paid in advance or make an arrangement with teacher to pay at the end of each lesson unless any other special arrangement agreed with teacher. If fee not paid as appropriate on time the following lesson will be cancelled automatically without a prior notice from the teacher.** The special payment privilege should be kept personally as it is weighted based on individual family's financial merits.
7. For student, all homework, queries or communications should be sent to the teacher via email (sciencemathsmaster@gmail.com). Only for urgent communication, Student can send whatsapp message with parent permission and supervision.
8. The additional education support materials are available in our website: Please visit our website and enjoy the facility for free of cost: <https://sciencemathsmaster.weebly.com/>
9. The student should send homework at least **three hours** before next lesson, but will be appreciated if send it as early as possible. Missing from sending the homework on time in two subsequent events will lead parent to get an alert from teacher and then a cancellation of the lesson.
10. Any terminations from lesson should be agreed with teacher and parent/s as appropriately.
11. Any cancellations of lesson by the student or parent/s should be notified to teacher at least **three hours** before starting time of the particular lesson. **Failing to do so will lead to pay lesson fee as normal.**
12. All students and parent/s should behave very highly disciplinary manner with teacher during the lesson and having communication, otherwise the lesson will be terminated with a notice from the teacher. **For Parent/s any failure to respond teacher's communication, the message will be conveyed via student as the student/s is /are also liable to these terms.**
13. The progress of the student will be notified to parent/s time to time by the teacher via the communication facility they use to contact the teacher.
14. If student is sick, he or she should take a rest at home, but parent should notify the sickness of the student to the teacher at least **an hour** earlier than lesson time. **Otherwise lesson fee should be paid as normal** or pre-paid balance will be deducted.
15. The student should meet all terms and conditions/guidelines set by the teacher while taking part in the lesson and submitting their homework and classwork.
16. **The student should make an invitation call to the teacher in on-time via Zoom to initiate the lesson.** The teacher will not call. Please leave a message and wait 15 minutes if teacher missed your call. Each Zoom lesson will end after 35 minutes and student should call back immediately to resume the lesson after an intermitted stop of the zoom time. Your lesson on the Zoom is normally for 60 minutes.

The student /s and parent/s should make sure reading these guidelines carefully and get agreed to obey to the terms and conditions provided herewith when joining with sciencemathsmaster.